

Paula A McCarthy
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Education:

University Of Phoenix (online courses)
Phoenix, AR
03/2011-10/2011
Associate's in Healthcare Administration (medical assistant)

Work History:

Circle K Gas Station (Cashier)
Grayslake, IL May 2014 - July 2014
Supervisor: Heather Funk
Pay: \$9.50
Duties: Run shift report (opening and closing reports), Order Inventory, Accurate count of inventory, Restock Inventory, Maintain clean environment, Customer Care, Run register and make safe drop, Update prices for pumps and stock and keep car wash in working order

Modine Manufacturing (Machine Operator/Processor)
Ringwood, IL June 2013-May 2014
Supervisor: Rosa Cruz
Pay: \$12.50
Duties: Inspect and set up machine for myself and other assemblers , assemble core for next assembler, Core air coolers, tube dropper, header press operator, load/unload oven line, clean cores , inspecting all cores for defects and quality control, place all parts into proper bins, label and bring to audit for shipping.

ITW (Assembler)
Libertyville, IL May 2013 - May 2013
Sure Staff Temp Agency
Pay: \$9.75
Duties: Assembler nail guns then test for quality control and pack.

Medela (Assembler)
1101 Corporate Dr. McHenry, IL October 2012 - December 2012
Pay: \$9.75
Supervisor: Eloy Vella (Kelly Temp Services)
Duties; Assemble motors for breast pumps, Help bag the breast pump bag, box product, double check products before sending to warehouse, assist on bottle line, assist on the rework or quarantine line.

Department Of Human Services (Clerical)
106 N 2nd Street Oregon, IL November 2009 - March 2010
Supervisor: Shannon Dodson (815)440-6813
Duties: Alphabetize files, Pull old files, Place new files and shred files.

UPS (Seasonal Material Handler)

3300 Airport Dr. Rockford, IL November 2008 - January 2009

Supervisor: Human Resources (800) 742-5877

Duties: Unload and Load the delivery trucks, fix incorrect address/ bar codes on all outgoing or incoming packages, help on mail line (sorting)

Don Carter Lanes (Porter)

4007 E. State Street Rockford, IL August 2006 - March 2007

Supervisor: Jason Hiedion (815) 399-0314

Duties: Have clean and clear lanes, sweep and mop all floors, clean all door windows, take garbage out to dumpster, restock all bathroom with supplies (toilet paper, paper towels) grab deadwoods (pins that went into gutter) return all dirty dishes (plates, cups, trays) to kitchen/bar, return shoe rentals to customer service center, return balls back to rack, help with parties (birthday or company) and did nursery occasional for night time leagues.

Awards/Certificates:

I received an award from the governor for my services and time to help the Kids Can't Buy em Here program. Received August 2003

Volunteer:

St. Patrick Church Rochelle IL, 61068

I volunteered three days a week to help St. Patrick Catholic Church with their events. That includes; funeral services, serving food, help with cooking and preparing food.

Round Lake Park Police Kids Can't Buy Em Here Program

I was part of this program as a Junior Police Cadet with the Round Lake Park Police. I would go into certain stores and make sure they were properly asking for id's on all alcohol and cigarettes products. I also received my award from governor doing this.

Extra Curriculum:

Band (saxophone) 1999-2002

I won a 1st place award for band.

References:

Shannon Dodson (815) 440-6813

Rosa Cruz (815) 404-8922

Robin Novack (815) 501-6064

Heather Funk (847) 637-6731